

SECTION 25. PERSONAL LEAVE DAYS

25-1. Definition.

Personal leave: Three days of paid leave granted to an eligible employee at the beginning of the leave year.

25-2. Eligibility for personal leave days.

- (a) A full-time or part-time employee who is not a uniformed fire/rescue employee is eligible to receive personal leave days.
- (b) An employee must be employed by the County during the first full pay period of the leave year to receive 3 personal leave days for that year.
- (c) An employee hired after the first full pay period of the leave year must be employed by no later than the beginning of the 8th pay period of the leave year to receive 2 personal leave days for that year.
- (d) An employee hired after the 8th pay period of the leave year must be employed by no later than the beginning of the 16th pay period of the leave year to receive 1 personal leave day for that year.
- (e) At the beginning of the leave year a supervisor must prorate personal leave days for part-time employees according to the following formula:

$$\frac{\text{Hours normally scheduled to work in a pay period}}{10} = \text{number of hours in a personal leave day}$$

25-3. Use of personal leave days. An employee may use personal leave under the following conditions:

- (a) a personal leave day must be used in the leave year in which it is granted and cannot be carried over to the next leave year;
- (b) an employee must request to use a personal leave day in the same manner as annual leave; and
- (c) a supervisor must approve the use of a personal leave day unless the employee is needed to provide essential services.

25-4. Personal leave days and compensatory time for employees in units that require 24-hour coverage.

- (a) In Transit Services or an operational unit that requires 24-hour shift coverage, a department director at the beginning of the leave year must grant an employee one personal leave day and compensatory time instead of 2 personal leave days as shown in the table below.

| Personal Leave and Compensatory Time for Employees in Units that Require 24-Hour Coverage | |
|--|--|
| If employee's regular work schedule is: | Employee receives 1 personal leave day and the following amount of compensatory time for 2 personal leave days: |
| 8 hours | 22 |
| 9 hours | 24 |
| 10 hours | 26 |
| Part-time | Prorated personal leave day and prorated compensatory time based on the formula in Section 25-2(e) |

- (b) An employee who is granted compensatory time instead of personal leave days may choose to:
- (1) use the compensatory time during the leave year in which it was granted;
 - (2) carry over the compensatory time to the next leave year if the carryover does not exceed the limitation on accrual of compensatory time under Section 10 of these Regulations; or
 - (3) receive, at the end of the leave year, payment for a compensatory time balance up to the amount of compensatory time the employee was granted instead of personal leave days for that leave year.
- (c) To request payment of a compensatory time balance at the end of a leave year, an employee must advise the Finance Department's Payroll Section in writing by February 15th of the following leave year of the employee's wish to be paid for the compensatory time.

25-5. Disposition of unused personal leave days on separation from the County.

If an employee leaves County employment, the employee forfeits any unused personal leave days.

25-6. Appeal of personal leave day decision. An employee with merit system status who is adversely affected by an alleged improper, inequitable, or unfair application of the County's regulations and policies on personal leave days may file a grievance under Section 34 of these Regulations.

Editor's note – The subjects covered in this section of the Personnel Regulations are addressed for bargaining unit employees in the current collective bargaining agreements as indicated below:

| Bargaining unit | Articles of current agreements with references to personal leave |
|------------------------|---|
| Firefighter/Rescuer | None |
| OPT/SLT | 20, Holiday Leave |
| Police | 14, Holiday Leave and Pay |